

**HQ UNITED STATES AIR FORCE ACADEMY  
Supplement 1**

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**Supply**



**CONTINGENCY PROCESSING: MANUAL POST-POST, WARTIME  
PROCESSING, AND CONTINGENCY PLANNING**

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An (\*) identifies revisions from the previous edition.

***Section A - Manual Post-Post***

32.3.1.1 (Added). Demand Processing will notify the following major supported organizations whenever post-post is declared:

**\*Organizations:**

10 MSGG/SGSL	10 SVS/SVFL
10 ABW/LGLD (PMEL)	HQ USAFA/AHSFS
10 ABW/LGLS	HQ USAFA/DFSSF
10 ABW/LGLSQ	HQ USAFA/PL
10 CES/CEOM	34 LS/CC
10 CS/SCX	

\*32.3.1.2 (Added). The PPCT Chief will pull copy two of all reject management notices, after annotation of corrective action taken, and forward them to the Chief, Management and Systems (LGLSSP) for analysis and use in determining where training is required.

32.4.1. The following time frames apply to post-post phases:

Phase I - less than 8 duty hours

Phase II - at least 8 duty hours, but no more than 2 workdays

Phase III - no longer than 3 workdays

Phase IV - longer than 3 workdays

32.4.2.1. Accept and process all UND A issue requests where assets are available for issue.

32.4.2.4. Process receipts for UND A due-outs.

32.4.3.1. Accept and process all UND A and B issue requests where assets are available for issue.

32.4.3.4. Process receipts for UND A and B due-outs.

32.4.4.1. Accept and process routine issue requests that have assets available for issue. Hold and process routine issue requests resulting in due-outs until after recovery.

32.5.4.1.2. The warehouse location will be obtained from the stand-alone Automated Stock Number User Directory (ASNUD) located in the Document Control Section.

32.5.4.2.2. Enter the ERRC, Budget Code, Routing Identifier, and FAD Code in Block F of the AF Form 2005 when not accompanied by a FIL. Enter the same information in the Remarks Block of the DD Form 1348-6. Demand Processing personnel will forward the AF Form 2005 (one copy) to Stock Control. Stock Control will prepare the SPR and forward the AF Form 2005 (ISU TEX 7), along with the SPR to the Post-Post Control Team (PPCT). In accordance with AFI 37-138, *Records Disposition – Procedures, Responsibility, and Maintenance*. In accordance with AFMAN 37-139, *Records Disposition Schedule*.

32.7.1.2. Send a copy of Local Purchase Receipts to FMFL when post-post exceeds 72 hours.

32.14.1. Routine bench stock replenishment actions will be processed during Phase IV.

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